

Simplicity

To find simplicity, what we need is reflection, attentiveness, compassion, and courage.

David Cadman



Simplicity is the Phoenix rising from the flames of distraction.

What is simplicity? One simple definition is "the absence of unnecessary elements," or, even more succinctly, "the essence."

The focus of this article for Art Riggs' newsletter is to help you rediscover your essence by realizing the benefits of simplicity. It will offer you ways to achieve simplicity by managing one task at a time, creating new and productive habits, eliminating the unnecessary, and increasing your efficiency.

A simple life is a good life. Voluntary simplicity is the act of consciously choosing to live with enough, but without excess. Living simply is about reducing the clutter in your personal and professional life and narrowing down your possessions, commitments, engagements, and thoughts into something more happily manageable. Simplicity is about eliminating the noise to find the essence of the good life.

Practicing simplicity helps you awaken to present-time awareness in order to enjoy moments of peace and stillness, and bring balance and harmony to your life. The Dalai Lama said, "Simplicity is the key to happiness in the modern world."

Freeing your time by creating simplicity in your life can assist you in focusing on what is deeply meaningful and truly important to you at a soul level. When Buddha was asked to sum up his teaching in a single word, he said, "Awareness." The essence of simplicity is awareness without distraction.

THE BENEFITS OF SIMPLICITY

Guided by the principle that the way you spend your time and money should reflect your true priorities, a focus on simplicity invites you to make practical changes to unburden your heart, mind and soul, not to mention your desk, computer and calendar, in order to more fully enjoy what's really important and meaningful in your life.

Practicing peaceful simplicity gives you time to awaken and discover everything your heart longs for in this very moment.

Simplifying your personal and professional life fosters balance for greater well-being of mind, body and spirit.

Simplicity declutters your life and releases you from the temptation to respond to the constant bombardment of distractions.

Simplifying will untangle your life, since a simple life has fewer entanglements.

A simpler life gives you more time to relax and go within.

Simplicity frees you to do what you truly want instead of what you feel you have to do.

Living simply costs less and reduces economic stress.

Simplicity means the achievement of maximum effect with minimum effort.

Simple living creates a lighter footprint on the environment.

A simpler life means fewer interruptions in your personal and professional world.

Organized simplicity helps you. to locate things more quickly.

Simplicity lowers stress and diminishes worry.

WAYS TO ACHIEVE SIMPLICITY

Let's explore ways to lead a less complicated life by simplifying with clarity, self-confidence and courage.

First of all, make a conscious choice to live a simpler life.

Spend some quality time focusing on what you can do to live a simpler life and then take positive actions to achieve your goals.

Streamline your life by identifying the essential and eliminating the unnecessary. This will free you from the clutches of everyday clutter and allow you to focus on accomplishing goals that can transform your life for the better.

Structure your day by doing the most important tasks first. This means sitting down at your computer and starting to work *before* checking voice mail, e-mail, Facebook, Twitter, the Structural Integration group messages or www.MassageProfessionals.com.

Minimize junk mail. One way to do this is to remove your name and address from junk mail lists. There are two main resources you can access to accomplish this. One is the National Do Not Mail List: https://www.directmail.com/directory/mail_preference/. Another is the Mail Preference Service: <https://www.dmachoice.org/>. Also, consider not joining organizations that have a reputation of providing your address to companies that send a tremendous amount of junk mail. Almost all organizations now allow you to choose whether your address is shared or not.

Reduce unwanted phone calls by adding your phone numbers to the National Do-Not-Call list <https://www.donotcall.gov/register/reg.aspx>. If solicitors call, get their phone number and report them. This will prevent repeated attempts to market to you.

Utilize the services of an appointment scheduling service. Google “appointment scheduling services” to find a company that meets your needs. One suggestion is “My Receptionist” at: <http://www.myreceptionist.com/>. They provide a team of receptionists who will answer your phone, schedule your appointments and take messages for you.

Simplify your e-mail system. Do not check your e-mail first thing in the morning or have it on constantly. Try to get your most important things done in the morning, and then check your e-mail. When you open your e-mail, look at the headers and note the sender’s name. Delete any unwanted e-mail without opening it. Use the Spam filter on your e-mail system. If an e-mail requires action, you can star it or archive it in a “Pending” folder for attention later. After reading an e-mail, delete or file it immediately. For quick responses, answer an e-mail right away and then trash or file it. Remember that not every e-mail requires a response. When you do respond, keep your responses brief.

Automate your website as much as possible so clients can schedule appointments and students can register for CE classes without having to contact you directly. Set up an online payment system so people can conveniently pay for appointments, CE classes and product purchases without having to contact you directly.

Other tips for creating a simple life include taking time to go within and ask yourself what else you can do to simplify your life, like resigning from commitments you’re not passionate about, signing up for automatic bill pay through your bank, designing a simple alphabetical filing system that you can easily utilize, and last, but definitely not least, asking for help and learning to delegate.

By taking simple steps to consciously choose to live a simpler life, you can discover the essence of freedom from mundane tasks that distract you from your life’s true purpose.



It is incomprehensible to me how this vital necessity of ours has been ignored in our modern civilization in the frantic pursuit for material possessions, many of which are not necessary. We needn't embrace poverty, but a beautiful life can be a simple life.

Ekhnath Easwaran

CONCLUSION

Paramahansa Yogananda shares in his book, *Simplicity is the Key to Happiness*, that, "To live simply is to pursue a quiet path of moderation. People everywhere, in their quest for happiness outside themselves, discover in the end that they've been seeking it in an empty cornucopia, and sucking feverishly at the rim of a crystal glass into which was never poured the wine of joy. You will find greater happiness if you seek success ever with a happy attitude than if you try to gain your heart's desire with an unhappy mind, no matter what that desire may be."

By setting limits for yourself and making the most of the resources you already have, you'll be able to work less, work smarter, and focus on living the life that you want and deserve. You will be able to reduce distraction and more fully enjoy life's essence.



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